

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Senior Cross Connection Specialist****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Ensures that all backflow prevention devices have the proper water connections to ensure the safety of water. Inspects water connections to public water system both in containment and outlet protection. Coordinates daily assignments and trains cross connection inspectors.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Protects the safety of water and interprets and enforces city, state and federal codes by ensuring that high hazard devices are tested frequently, investigating questionable cross connection and backflow violations, and high-hazard, non-compliant water connections to equipment and apparatus, reviewing specifications, conducting assessments of possible high hazard emergencies in the event of inclement weather, make recommendation where warranted regarding the termination of water service, providing information to initiate legal proceedings against property owners.
2	L	Coordinates the daily work schedule of staff, developing employees, and processing paperwork, resolving conflicts between contractors and inspectors, reviewing daily reports for accuracy.
3	M	Ensures that high and low hazard connections have backflow devices that are registered to the City testing system by performing inspections of all commercial buildings and other locations as directed.
4	L	Trains cross connection backflow testers by conducting research, preparing material, and conducting both initial training and recertification classes.

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years experience in the plumbing or mechanical trade or certification by an approved testing agency.
Certifications and Other Requirements	Valid Driver's License, Plumbing or HVAC certification or license.
Reading	Work requires the ability to read and interpret city, state and federal laws, technical manuals, and specifications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write inspection reports, classroom instructions, and correspondence.
Managerial	Managerial responsibilities include performing follow up inspections, and ensuring that activities are in compliance with codes and regulations.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, citizens and sales representatives.

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Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Inspections, training
Sitting	F	Computer, desk work, driving
Walking	F	Inspections, to/from office equipment
Lifting	O	Classroom materials, supplies
Carrying	O	Classroom materials, supplies
Pushing/Pulling	R	File cabinet drawers, chair
Reaching	O	Inspections, ladders
Handling	F	Classroom materials, supplies, paperwork
Fine Dexterity	O	Computer keyboard, telephone keypad, tools
Kneeling	F	Inspections
Crouching	F	Inspections
Crawling	R	Into crawl spaces
Bending	F	Inspections
Twisting	F	Inspections
Climbing	F	Ladder
Balancing	F	Ladder
Vision	C	Computer, desk work, driving, inspections
Hearing	C	Staff, supervisor, property owners, contractors, telephone, radio, classes
Talking	F	Staff, supervisor, property owners, contractors, telephone, radio, classes
Foot Controls	F	Driving
Other (specify)	N	

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Backflow device testing equipment, ladder, TV/VCR, slide projector, computer, telephone, fax machine, copy machine, 2-way radio, pager

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	S
Electrical Hazards	W	Noise and Vibration	D
Fire Hazards	D	Fumes and Odors	D
Explosives	M	Wetness/Humidity	D
Communicable Diseases	D	Darkness or Poor Lighting	D
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety glasses, hard hat, protective clothing

**NON-PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	R
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)